

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

**CHAPTER 11 - POST ORDERS**  
CUS - 11 - 15  
PAGE 1 of 2

DATE  
8-03-94

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**MOVEMENT RELIEF DEPUTY - I**

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**GENERAL INFORMATION**

- . The Movement Relief Deputy (MRD 1) is responsible for inmate movement throughout the facility.
- . All inmate movement is to be conducted within the time constraints and requirements set forth in the movement policies and procedures.
- . The MRD 1 is responsible to conduct security rounds of the interior, perimeter and roof areas of the facility.
- . The MRD 1 is responsible to respond to all emergencies within the facility.
- . The radio call sign is 80.
- . The MRD 1 position is supervised by the Hsg. Sergeant.

**SPECIFIC POST ORDER**

1. Comply with all existing post orders, manuals, policies, procedures and directives and assist as appropriate.
2. Provide general security for the housing level.
3. Monitor and conduct inmate movement on the housing level.
4. Conduct a roving patrol to each Pod.
5. Inspect all fire life safety equipment in the central hub of the housing level and inside both Lockdown Pods.
6. Provide escort to the Medical staff into the Lockdown Pod.
7. Assist in Pod and cell searches.
8. Conduct cell inspections in the Lockdown Pod.
9. Conduct searches of Lockdown dayrooms and yards.
10. Assist transportation staff with inmates and inmate property movement.
11. Collect and distribute paperwork from the Pods.
12. Escort visitors as needed.
13. Supply new arrivals in Lockdown Pod with standard clothing and linen issue.

**SPECIFIC SHIFT RESPONSIBILITIES**

**GRAVEYARD SHIFT:**

1. Supervise inmate meals in the Lockdown Pod.
2. Restock pod linens and laundry supplies.
3. Restock pod forms, inmate welfare issue, and cleaning supplies.
4. Assist with garbage pick-up from pods.
5. Assist with supervision of out of pod workers on cleaning details.

**DAY SHIFT:**

1. Supervise inmate meals in the Lockdown Pod.
2. Conduct Lockdown clothing exchange.
1. LOCKDOWN - Conduct Lockdown linen exchange on Monday and Thursday
2. Assist with movement of inmate workers to and from job assignments.
3. Release time served inmates from the facility.

#### SWING SHIFT:

1. Supervise inmate meals in the Lockdown Pod.
2. Escort program personnel throughout the facility.
3. Assist with movement of inmate workers to and from job assignments.

#### GENERAL POST ORDERS

1. Test personal alarm transmitters on Wednesday at 0300.
2. Conduct movement of inmates throughout the facility.
3. Conduct pat and strip searches of inmates.
4. Respond to and report emergencies.
5. Write incident reports.
6. Monitor the compliance of inmates to facility rules.
7. Attend shift briefing.
8. Receive keys from the Bkg. Sergeant.
9. Perform any other duties as required.

#### REQUIRED EQUIPMENT

1. Flashlight
2. Handcuffs and case
3. Radio and holder
4. Personal alarm transmitter
5. Keys required